Albuquerque Pay Equity Form (PE10-249)
Instructions

1. **Select the correct Excel spreadsheet**
    Begin by selecting the Pay Equity Employee Data Spreadsheet found at
    https://www.cabq.gov/womens-pay-equity-task-force/albuquerque-pay-equity-initiative-instructions

    The spreadsheet should open to the Pay Equity Data Entry worksheet, if not, it is the first tab on the left at the bottom of the screen. You will have to enable editing and enable content to enter information.

2. **Company Information**
    Fill in your company information in the shaded areas including FEIN, EAN, and SHARE numbers. (You may not have all of these numbers – fill in what you have.)

3. **Employee Data**
    There are no exceptions for out-of-state employers or small employers. If you do not have any New Mexico employees, you can check the box on the spreadsheet and jump to instruction #4 below (Submission). Otherwise, before filling out the remainder of the form, you will need the following information for each New Mexico employee during the most current calendar year.

    1) Job classification using the 9 categories on the form (see below for how to classify each employee)
    2) Gender
    3) Full or Part-time employee
    4) Total number of hours the employee worked or is expected to work in the calendar year (additional instructions below)
    5) Total compensation the employee received or expected to receive in the calendar year before deductions (do not include bonuses or overtime)

    How to categorize employees by job classifications:
    Every employee must be classified according to the categories numbered 1 through 9 in the dark blue box at the top of the form, regardless of their job title at your place of business.

    This form uses the U.S. Department of Labor job categories. If your company fills out an EEO-1 form for federal reporting or various other required reports, you may already have this information for your employees through the Human Resources or Payroll department.

    As an example, Technicians (Job Category 3) includes emergency medical, engineering, and food science along with other technicians. You would code each of these jobs with the number 3.

    If you are unsure of how to classify an employee, do not guess. Go to http://www.eeoc.gov/employers/eeo1survey/jobclassguide.cfm for a complete list of jobs and their USDOL categories. You will need to find the job title that best describes what your employee does, and the broad category for that job title. Example: Suppose your employee is a Cost Estimator. Scroll down until you find Cost Estimator as a Job

Title/Description, and note that it falls under the broad category "Professionals." "Professionals" is number 2 in the dark blue box on the form you are filling out, so that employee would be coded a 2 under "Job Category Number" on the form.

Once you have coded all your employees, it is strongly suggested that you save the information, so you won't have to repeat the process for each new report.

How to calculate hours worked for the calendar year:

For salaried employees that do not work by the hour:

Salaried employees who work full time use the number 2080 (40 hours per week x 52 weeks). Use the same number (2080) for every employee who works full time regardless of the number of hours they actually worked.

Salaried employees who work a partial year or salaried part time calculate the number or weeks the employee worked or is expected to work and multiply by 40 (e.g. if the employee works 12 weeks, the number would be 12x40=480).

For employees that work by the hour, whether full or part time, or partial year:

Calculate the total hours the person worked or is expected to work in the year.

Entering Employee Information
Enter the employee data for each employee in the appropriate cells, starting with the first employee ID in cell A41.
- The first box is an employee ID. This can be anything you want it to be, such as employee name, your internal employee ID, Social Security number or other identifier. This information remains with you and should not be transmitted to the City of Albuquerque.
- After you have entered the employee ID, use the TAB key to move to the next column (Job Category). Tab through each column and enter the required information.
- When you have finished entering all the information for an employee, press the ENTER key and the cursor will move to the next line for the next employee's information. Note: Enter the value without the $ sign; You can use either upper or lower case letters for gender and full/part time.
- After you have entered all your employees, consider saving your data as an Excel 97-2003 Workbook regardless of the version of Excel you using (e.g., Excel 2007). Saving it in this format should allow more flexibility across various versions of Excel. Pick a file name that is meaningful to your company (e.g., MyCompanyPayEquity2010).
- After you have saved your data, go to the shaded cell with the RED letters with the blue background and follow the instructions to SAVE your file, REFRESH the data, and SAVE again. You will not be able to Refresh your data unless your file is saved. If you go back and change any data after saving and refreshing your data, you must repeat the red-letter instructions in order to update your reports.

  o Excel 97-2003: If the above method does not work, try. 1) SAVE your file, 2) Click on second tab at the bottom of the spreadsheet that says "Pivot Table." 3) right click on any cell, and choose REFRESH or REFRESH ALL 4) SAVE

your file again. If you go back and change any data after saving and refreshing your data, you must repeat the red-letter instructions in order to update your reports.

- Once all of your employee and company information is complete and you have completed the red-letter instructions, the summary data and your Reporting Form will be generated automatically. The tabs at the bottom of the screen should include:
  - o Pay Equity Data Entry Form: The data you just entered and saved
  - o PE 10-249 Worksheet: This worksheet is a summary of your workforce pay averages calculated by job category and gender, as well as any differences (called the gaps). This is for your internal information. Do not send this worksheet to the City of Albuquerque.
  - o Reporting Form: This is the document you sign and return with your Request for Bid (RFB) or Request for Proposal (RFP).

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4. Submission

When the worksheet is completely filled in and properly saved, press the tab at the bottom titled Reporting Form**.** The workbook automatically generates your report. Print a copy of the Reporting Form and get the required dated signature. A copy of the Reporting Form must be signed by the principal executive of the company, regardless of who entered the data.

Submit your signed Reporting Form with your Requests for Bid (RFB) or Requests for Proposals (RFP) issued by the City of Albuquerque Central Purchasing Office and Capital Improvement Projects. **Failure to include a properly completed and signed Reporting Form will render your bid unresponsive.**

Note: The information cannot be handwritten into the Reporting Form. Download the Excel Pay Equity Employee Data Spreadsheet on the City of Albuquerque website to enter your data.

5. Preference

The Pay Equity Certificate is available to those applicants with a Calculated Weighted Average Gap on their Reporting Form of 10.00% or less. If you are interested in applying for the certificate, submit your signed Reporting Form to the City of Albuquerque Office of Diversity and Human Rights at odhr@cabq.gov. They will evaluate your Reporting Form and determine if you are eligible for the Certificate. If you do receive a certificate, you must submit the Certificate and Reporting Form with your RFB or RFP to be eligible for the preference, there are limitations based on federal, state and local laws.

6. Questions

If you have any questions about the Pay Equity Reporting Form, the Preference Certificate or other pay equity issues, please contact the City of Albuquerque Office of Diversity and Human Rights at 505-758-4712 or odhr@cabq.gov. You can also review the Frequently Asked Questions on the City of Albuquerque Pay Equity Instruction website.